

San Luis Obispo County

Private Stormwater Conveyance Management and Maintenance System

INSTRUCTIONS FOR RECORDING CONSTRUCTIVE NOTIFICATION

After determining a development is required to complete a Stormwater Quality Plan (SWQP) with post construction Best Management Practices (BMPs) per Title 22.10.155 and Hydro Modification requirements of the San Luis Obispo County Code, the applicant (land owner/developer) shall record a **Constructive Notification for Private Stormwater Conveyance Management and Maintenance System** with the San Luis Obispo County Clerk-Recorders office. The constructive notification shall be recorded prior to occupancy.

The standard constructive notification and attachments can be obtained from the following locations:

- <http://www.slocounty.ca.gov/planning/formslibrary.htm>
- <http://www.slocounty.ca.gov/PW/DevServ/OnlineForms.htm>
- Public Works Reception (976 Osos Street, Room 207)
- Planning and Building Permit Center (976 Osos Street, Room 200)

The applicant shall fill out the constructive notification (per the instructions below) and submit to the County for review and approval. Following County approval, the applicant shall have the constructive notification notarized then filed with the County Clerk-Recorder. The property owner shall then complete annual self inspections and submit to the Planning and Building Department.

INSTRUCTIONS

I. Complete Constructive Notification and Exhibits

The applicant shall fill out the three (3) part constructive notification prior to submitting for review and approval.

A. Constructive Notification

Note: The Condition Compliance Monitoring Number (**CCM#**) will be provided by the Planning and Building Department during review. The CCM# shall then be used on all annual correspondence the County.

The following information shall be completed:

- **Property Address**
- **Property APN**
- **Permit/Project #**
- **Property Legal Description** NOTE: The legal description is available in the property owner's title report.

B. EXHIBIT A – Project Stormwater Management System

The applicant and SWQP designer shall fill out the three (3) part EXHIBIT A.

i. PART 1 – General Information and Specifications

The following **General Information** shall be completed:

- **Permit/Project #**
- **Property APN**
- **Project Address**

- Current **Owner Name(s)**
- Current **Owner Address**
- Current **Owner Phone**
- Current **Owner Email** (optional)

The following **Stormwater Management System Information** shall be completed by the SWQP designer:

- **Designer Name** (including qualification check box)
- **Designer Address**
- **Designer Phone**
- **Designer Email** (optional)
- **Type(s) of BMP Installed**
- **Description & Location of BMP(s)**
- **Drainage Design Criteria**
- **BMP Design Criteria** (as applicable)
- **BMP Product Specifications** (as applicable) NOTE: Include specification sheets
- **BMP Inspection & Maintenance Requirements**

ii. **PART 2 – Site Map and Photos**

In the grid provided, the BMP shall be sketched relative to the parcel. The sketch should include the following (as applicable):

- **North Arrow**
- **Scale or Dimensions**
- **Length/Width**
- **Volume**
- **Depth**
- **Surface Area**
- **Slopes**
- **Cross Section**

In addition, legible reduced site plans and post construction photos are encouraged.

iii. **PART 3 – Certification and Approval**

The Owner and SWQP designer shall sign EXHIBIT A prior to submitting for review and approval.

C. **EXHIBIT B – Post Construction Maintenance Checklist**

Note: The Condition Compliance Monitoring Number (**CCM#**) will be provided by the Planning and Building Department during review.

The following **General Information** shall be completed:

- **Permit/Project #:**
- **Property APN**
- **Project Address**

In addition, the SWQP designer shall fill out the **Description of BMP(s)** and any “**other**” **inspection requirements**. All other information on the checklist will be filled out during the annual (or other) inspections.

II. Submit the Constructive Notification & Exhibits to the Planning and Building Department

Upon completion of the draft constructive notification, the applicant shall submit a copy to the County for review and approval. The constructive notification shall be submitted to the following address (or submitted via email to the County contact person):

County of San Luis Obispo
Planning and Building Department
County Government Center, Room 208
San Luis Obispo, CA 93408

III. Revise and Resubmit (if applicable)

The applicant shall make any necessary modifications to the constructive notification based on the County's review. The revised constructive notification shall then be resubmitted to the County.

IV. Notarize Constructive Notification

Following County approval (including County Representative signature on EXHIBIT A), the constructive notification shall be notarized.

The applicant shall retain a notary public to notarize the constructive notification. The applicant shall sign the constructive notification and the notary shall complete and sign the constructive notification.

V. Record Constructive Notification

Following notarizing, the constructive notification (and Exhibits) shall be recorded with the County Clerk Recorders office located at:

County of San Luis Obispo
Clerk-Recorder's Office
1055 Monterey Street Room D120
San Luis Obispo, CA 93408-3237

The Clerk-Recorder will keep the document for processing and mail the original back to the Planning and Building Department. The applicant may purchase a copy of the constructive notification.

For additional information on recording documents and associated fees, visit the County Clerk-Recorders website at <http://www.slocounty.ca.gov/clerk.htm>.

VI. Inspections

Annually, the current property owner (or representative) shall complete a self inspection of the Project Stormwater Management System. EXHIBIT B of the recorded constructive notification shall be completed and **submitted annually by June 15th** to:

County of San Luis Obispo
Department of Planning and Building
Annual Reporting Requirements
976 Osos Street, Room 208, SLO, CA 93408

planning@co.slo.ca.us
-or- Subject: Annual Reporting Requirements

The following **General Information** shall be completed during self inspections:

- **CCM#**
- **Inspector**
- **Inspection Date/Time**
- **Inspection Type**

- **Permit/Project #:**
- **Property APN**
- **Project Address**
- **Current Owner Name(s)**
- **Current Owner Address**
- **Current Owner Phone**
- **Current Owner Email** (optional)

For each self inspection requirement the appropriate Check Box (Yes, No, N/A) shall be completed. If "No" is checked the Corrective Action needed shall be documented. When the entire checklist is completed, the inspector will verify then sign the checklist. The original shall be sent to the County at the addresses above and a copy provided to the current owner.

Additional inspections may be required if specified in EXHIBIT A of the recorded constructive notification.

For questions please contact the Planning and Building Department at (805) 781-5600 or the Public Works Department at (805) 781-5252.